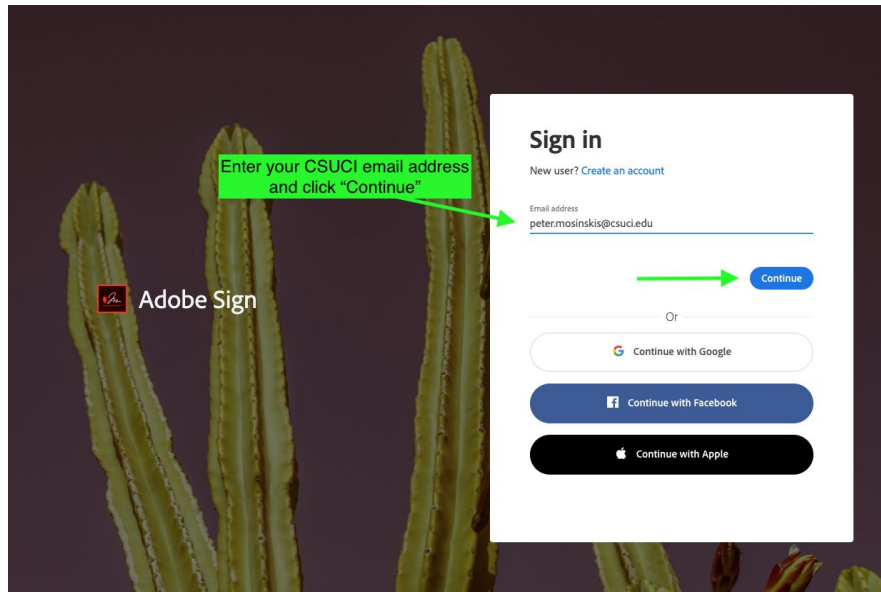


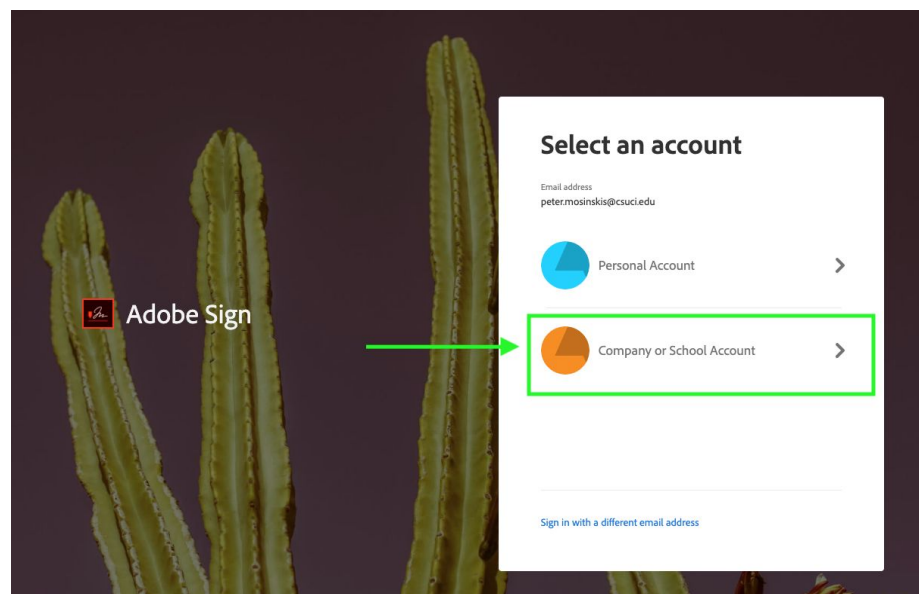
How to Login to Adobe Sign

Rev. 2/21/2020, P Mosinskis

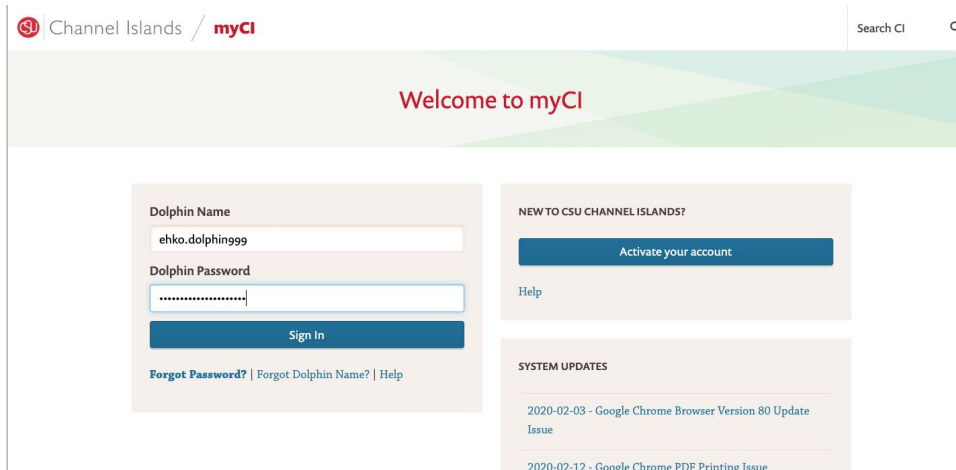
1. Go to <http://go.csuci.edu/adobesignlogin>
2. In the Email address field, enter your CSUCI email address, and click the “**Continue**” button



3. When/if prompted, select the “**Company/School Account**” option.

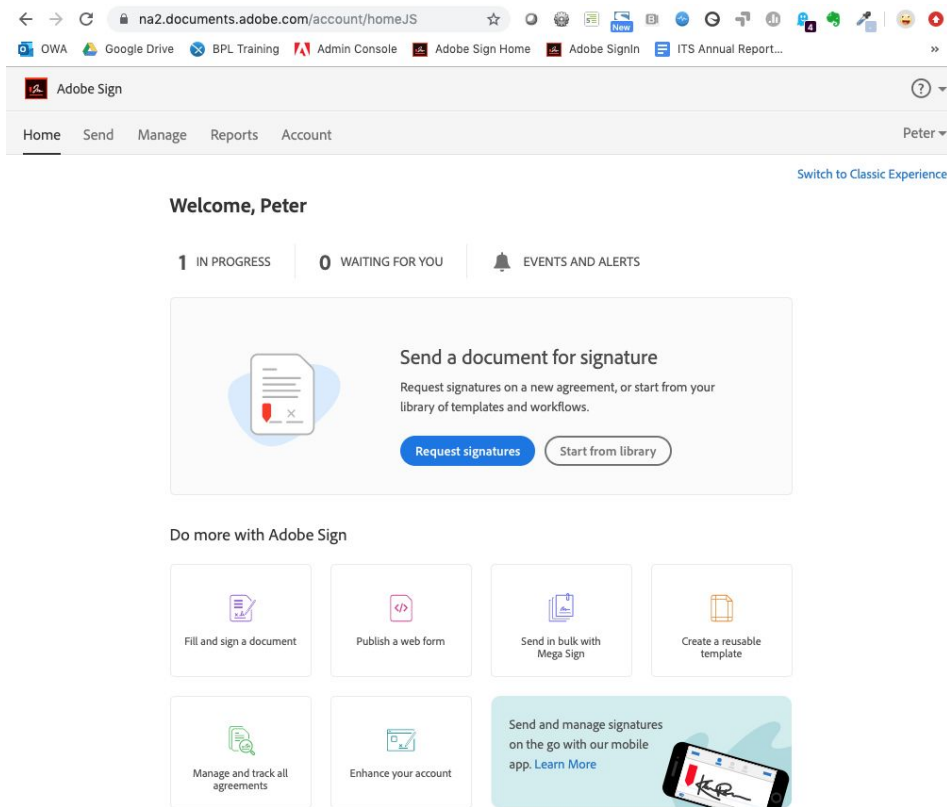


- You'll be redirected to the myCI login page, enter your user name & password and click "Sign In" to continue.



The image shows the myCI login page. At the top, there is a header with the Channel Islands logo and the text "myCI". Below the header, there is a large green banner with the text "Welcome to myCI". The main content area is divided into two columns. The left column contains a login form with fields for "Dolphin Name" (containing "ehko.dolphing99") and "Dolphin Password" (containing a masked password). Below the password field is a "Sign In" button. At the bottom of the left column, there are links for "Forgot Password?", "Forgot Dolphin Name?", and "Help". The right column contains a section titled "NEW TO CSU CHANNEL ISLANDS?" with an "Activate your account" button and a "Help" link. Below this is a "SYSTEM UPDATES" section with two updates: "2020-02-03 - Google Chrome Browser Version 80 Update Issue" and "2020-02-12 - Google Chrome PDF Printing Issue".

- If your login is successful, you should see the following home page:



The image shows the Adobe Sign home page. At the top, there is a browser address bar showing "na2.documents.adobe.com/account/homeJS". Below the address bar, there is a navigation bar with the Adobe Sign logo and a user profile dropdown menu showing "Peter". The main content area is divided into two sections. The top section is titled "Welcome, Peter" and contains a summary of the user's activity: "1 IN PROGRESS", "0 WAITING FOR YOU", and "EVENTS AND ALERTS". Below this is a large card titled "Send a document for signature" with a sub-header "Request signatures on a new agreement, or start from your library of templates and workflows." and two buttons: "Request signatures" and "Start from library". The bottom section is titled "Do more with Adobe Sign" and contains six cards: "Fill and sign a document", "Publish a web form", "Send in bulk with Mega Sign", "Create a reusable template", "Manage and track all agreements", and "Enhance your account". A large blue banner at the bottom right promotes the mobile app with the text "Send and manage signatures on the go with our mobile app. Learn More" and an image of a smartphone.

Questions/Problems?

Please contact the Shared Services Solution Center at 805-437-8552.